

Municipal Court Career Opportunity

MUNICIPALITY: Lakewood Township
VICINAGE: Ocean
POSITION TITLE: Clerk Typist
POSTING DATE: June 18, 2014
DEADLINE DATE: July 11, 2014
STARTING SALARY: \$26,978.54 to start

POSITION DESCRIPTION AND REQUIREMENTS

The Township of Lakewood is seeking a motivated, responsible self-starter with excellent customer service skills to perform municipal court clerical work.

Under the direction of the Municipal Court Administrator and Municipal Court Judge, candidate will perform detailed municipal court clerical work including but not limited to: data entry, telephone/public communications, record payments for collection of fees for traffic and other violations, and assist in maintaining a master file system. Candidate must be able to multi-task with attention to detail, organization and self-motivation, and the ability to learn various computer applications. Candidate must be able to comply with NJ Rules of Court, Supreme Court Directives, laws and established policies and procedures governing the operation of the Municipal Courts, and must attend required training specific to municipal court employees.

Please submit cover letter and current resume via Facsimile, Mail or Email to:

Lakewood Municipal Court
ATTN: Janet Wolchko, CMCA
231 Third Street
Lakewood, NJ 08701
FAX# 732-364-8921
Email Janet.Wolchko@judiciary.state.nj.us

NO PHONE CALLS, PLEASE

The Township of Lakewood is an Equal Opportunity Employer

NOTE: The above local job posting was submitted to the Vicinage by the local municipality and is **not** a State job posting.

